

# **Renew Your Credential Via the Web**

***For California Educators***



## **Take advantage of the on-line renewal process.**

You can renew your credential in the convenience of your own home. The renewal process for your Clear, Professional or Professional Clear Credential or reissuance of your 30-Day Substitute Permit can be submitted on-line with the use of a Visa or Master Card.

## **The steps you will need to take to renew your document:**

- *Connect to the Web at [www.ctc.ca.gov](http://www.ctc.ca.gov).*
- *Click on "California Teacher Credential Look-up and Renewal."*
- *Enter your social security number and date of birth.*
- *Select the "renew" box next to the credential(s) that you wish to renew.*
- *If you have a professional clear credential you will need to enter information for the self-verification process. If you hold a 30-Day Substitute Permit, a Clear, or a Professional Credential the system will take you directly to step 4.*
- *Answer the Personal and Professional Fitness questions. If you answer yes to a question, a full explanation is required in the text box provided.*
- *Complete all required fields to process your payment. If you entered a confirmation e-mail address, you will receive an e-mail confirmation shortly thereafter.*
- *Print the confirmation of payment page for your records and record your confirmation number.*

Keep this information handy so when it is time to renew you can go directly to the Commission website.

If you have questions please call the Commission at 1-888-921-2682 or via email at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).

